The Contractor’s Guide to Safety

at

Wheaton College
Receipt and Acknowledgement of
The Contractor’s Guide to Safety

Wheaton College Safety Policy

Wheaton College is committed to protecting the integrity of the college’s human, physical and financial resources. However, it is solely the Contractor's responsibility to ensure that its site-specific safety and health plan is in conformance with the provisions of these Guidelines and the standards set forth under the Williams-Steiger Occupational Safety and Health Act of 1970 as amended, and any other federal, state and local safety and health standards as they apply. The Contractor shall ensure that each of its subcontractors is provided a copy of the plan and ensure they comply with the requirements of these Guidelines.

It should also be emphasized that the Contractor's selection of means and methods are his own, and that any and all suggestions contained in these Guidelines are only representative of the types of techniques and practices which the Contractor may choose to employ on this project.

The Contractor shall:

• Furnish a workplace free from recognized hazards which are likely to cause death, injury or illness.
• Comply with Federal (OSHA & EPA), State (DOLWD & DEP) and local laws and regulations set forth pertaining to environmental, fire and general safety and health.
• Recognize that safety and health issues are accepted as a high-priority concern at Wheaton College.
• Provide a professional resource to promote and support safety and health programs and to assist in employee training and interpretations of applicable codes.
• Hold every employee and contractor accountable for attending safety training as required by applicable OSHA and EPA regulations, and to comply with all safety policies and procedures as necessary.
• Monitor and audit safety training, compliance and policy development on an annual basis.

Important Phone Numbers

Physical Plant Department  508-286-3876 (Main Number)
                           508-286-3880 (Work orders)

Public Safety            508-286-8213 (Business number)
                           508-286-3333 (Emergency number) or 911

Director of EH&S         508-286-5644

Business Services        508-286-3438

Think safety before you work!

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Table of Contents

A. Introduction ....................................................................................4
B. General Safety Rules .......................................................................4
C. General Housekeeping Rules ...........................................................5
D. Training Documentation and Submittals .........................................6
E. Fire Alarm and Sprinkler Systems ......................................................6
F. Ladders and Scaffolds .....................................................................6
G. Personal Protective Equipment (PPE) ..............................................7
H. Fall Protection ..................................................................................7
I. Chemicals ..........................................................................................7
J. Confined Spaces ................................................................................8
K. Electrical Safety ...............................................................................8
L. Lockout/Tagout ..............................................................................8
M. Floor or Roof Openings .................................................................8
N. Excavations and Trenches ...............................................................9
O. Additional Safety Instructions .........................................................9
P. Certificate of Insurance Requirements .......................................10
Q. Sexual Harassment Policy .............................................................11

  Disclaimer ......................................................................................11

  Acknowledge of “The Contractor’s Guide to Safety” .................12
The Contractor’s Guide to Safety

A. Introduction

The main objective of Wheaton College’s “The Contractor’s Guide to Safety” is the prevention of injury. It is mandatory that you, as a contractor, and all of your employees, including sub-contractors, read and follow the contents of this pamphlet, as well as comply with all federal, state, local, and Wheaton College safety and health code requirements.

Prior to starting a construction project at Wheaton College, the Assigned Physical Plant Department Project Manager (PM) will meet with the contractor(s) to ensure that all necessary fire, health and safety precautions, permits and submittals are coordinated, completed, reviewed and approved. The contractor’s supervisor must enforce the policies listed herein to all employees and subcontractors.

This pamphlet is intended to protect Wheaton College staff, faculty, students, and the general public from the hazards created by construction and maintenance activities, as well as to protect workers from the hazards of the surrounding environment.

Definition of Assigned Physical Plant Department Project Manager: The physical plant employee, manager, or trades foremen designated by the Director of Physical Plant to manage and provide oversight of the project from beginning to completion, including all facets of in-house labor and contractor service activities.

B. General Safety Rules

- These requirements do not limit the contractors obligations to provide a safe work area.
- The general contractor acknowledges the responsibility to communicate the safety requirements listed herein to all their employees as well as subcontractor employees.
- The contractor must provide a certificate of insurance reflecting current workers compensation and general liability insurance before beginning work on Wheaton College property (see section P, below).
- The Assistant Vice President of Physical Plant, the Director of Environmental Health & Safety, each designated project manager and the Business Services Department staff, has the authority to verbally halt any contractor from conducting work when a contractor disregards any established safety and health standards. If required by the Wheaton Project Manager, The Contractor shall submit, in writing, procedures to be used to correct violations and safety hazards.
- Emergencies such as fires, flooding, chemical spills, power outages and severe injuries must be reported to Public Safety immediately. This includes any serious accident, whether or not personal injury is involved.
- When working in areas that present safety hazards to personnel, the contractor shall provide and install a combination of warning signs, caution tape, high visibility snow fencing and/or barricades shall be placed in effective locations to prevent unauthorized entry.
- Weapons, dogs, illegal drugs, and alcoholic beverages are not permitted on construction sites, and all speed limits (20 mph), stop and parking signs, and other traffic regulations shall be followed.
• Contractors must consult with the Project Manager regarding a permit for welding, cutting, open flame use and fire protection shutdown systems. Contractors shall coordinate and schedule all required fire watches. Proper exhaust ventilation, filtering of welding fumes and safety fire curtains shall be utilized in welding areas. Contractors shall not disrupt normal building operations and functions during welding operations.
• Smoking in buildings, including construction sites (interior), is prohibited.
• Suspect and confirmed asbestos-containing materials and lead-based paint shall not be damaged. The Project Manager shall be contacted for determination prior to the work.
• Contractors shall perform the work in a safe manner that does not impact building occupants.
• Contractors shall not park to impede access emergency response vehicles.

C. General Housekeeping Rules

• Aisles, doors, fire extinguishers, eyewash stations, stairways, and other emergency-type equipment shall be kept clear, operational and readily accessible at all times.
• Nails and screws protruding from boards, floors and walls and must be removed.
• Combustible construction scrap material (wood, paper, cardboard, loose stock, etc.) accumulating inside a building shall either be removed daily or placed in a metal container with a tight cover at the end of each workday.
• The contractor shall provide for the collection, segregation, and legal disposal of all hazardous and general waste in compliance with OSHA, EPA, and Massachusetts DEP and/or DOT standards.
• Temporary or permanent overhead storage of debris, tools, equipment, or pipes is prohibited. This includes the area above suspended ceiling panels.
• All walking surfaces shall be free of splinters, nails, or other protrusions, which may cause injury.
• The work area must be kept as clean as possible at all times.
• Upon project completion, the contractor shall remove excess materials (not designated as attic stock), loose stock, scrap, paints, mastics, cleaning compounds and chemicals from the Wheaton College campus.
• Dust control measures should be used at all times to prevent dust, particulates, welding fumes, smoke, odors and debris from dispersing into occupied areas outside the work area. This includes the use of airtight dust barriers, exhaust fans and HEPA-filtered power tools and equipment.
• Waste oils, light tubes and ballasts shall be carefully collected and stored for recycling by the Contractor to a campus location designated by the Project Manager.
• The Contractor shall provide to Wheaton their Plan (document) for preventing, identifying and controlling mold growth in campus buildings.

D. Training Documentation and Submittals

• OSHA Training: Upon request, Contractors shall provide documentation of OSHA training including, but not limited to Hazard Communication and General Safety for each worker.
• Permits: Contractors shall obtain and submit documentation of all required Federal, State and local permits, applications, licenses, etc.
• **Health and Safety Plan**: Contractors shall maintain the company’s Health and Safety Plan on-site for review. Upon request, the Contractor shall submit to the Project Manager and/or Business Services written procedures to be utilized on-site including health and safety precautions.

• **Regulatory Agency Compliance**: Contractor shall comply with all Federal, State and local laws, regulations, safety practices and its Plan to include but not limited to EPA, DEP, DOT, and OSHA mandates and regulations. Upon receipt of a notice by the College of non-compliance under its Plan, the Contractor shall initiate corrective actions as soon as possible. The Contractor shall also notify Wheaton of all compliance actions relating to on-campus activities.

• Contractor will be responsible for all federal, state and local permits in connection with services they provide.

• Contractor shall provide, at their cost, for the collection, segregation and legal disposal of all hazardous and general waste in compliance with OSHA, EPA and Massachusetts DEP and/or DOT standards. Contractor will also maintain on site a full set of Material Safety Data Sheets (MSDS) for all products and chemicals used on site. Copies will be made available to the College upon request.

E. **Fire Alarm and Sprinkler Systems**

• A 24-hour notification request shall be given to the Wheaton Project Manager, and approval received by each manager, prior to any work pertaining to the shutdown or impact of any fire alarm or sprinkler system.

• No work shall directly or indirectly impact the fire safety detection systems or fire sprinkler systems without the prior approval of the Project Manager.

• Construction materials or other equipment shall not be placed upon or suspended from any fire detection system or fire sprinkler pipes, valves and supports.

• The Project Manager, Business Services and Public Safety shall be immediately notified of any damaged or altered fire sprinkler or fire detection system or equipment.

F. **Ladders, Scaffolds and Lifts**

• Contractors must furnish OSHA compliant ladders, staging and other equipment for use by their employees and used safely in accordance with manufacturer’s guidelines and OSHA standards.

• The use of broken or faulty ladders is prohibited.

• Portable metal ladders must not be used on electrical conductors or equipment, or in the immediate vicinity of exposed electrical conductors. Fiberglass or wood ladders shall only be used in and around electrical equipment.

• Scaffolds and temporary and rolling staging shall be installed, used and maintained in accordance with current OSHA standards.

• Mechanical and aerial lifts shall be operated in accordance with manufacturer’s guidelines and OSHA standards. The Contractor shall ensure that workers are OSHA trained in mechanical aerial lift operations.

• Workers shall wear personal safety harnesses while in mechanical bucket aerial lifts.
G. Personal Protective Equipment (PPE)

- Eye protection (face shields, goggles, etc.) must be worn while: drilling, chipping, grinding, jack hammering, breaking bricks/concrete, welding, and any other operations which create a possible eye hazard, or as specific contracts require.
- Provide and ensure appropriate dust masks and respirators are worn for the job task.
- Hard hats shall be worn in all construction sites where there is a potential of falling objects from elevated locations. "Hard Hat Required" signs shall be posted in an area where anyone entering the site will see it clearly.
- Hearing protection shall be provided to and worn by all employees during (interior and exterior) mechanical operations including sawing, drilling, jack hammering, cutting, grinding, sanding, and other work that meet or exceed OSHA standards for requiring hearing protection.

H. Fall Protection

- Unless otherwise directed by a specific OSHA Standard or interpretation, fall protection shall be provided at elevated locations (six foot or greater drop) which are not protected by guard rails. This applies to any roof, elevation and when in a bucket truck or lift. Harnesses shall be worn at all times and tied off to a secure anchor point.
- Work and fall protection methods shall be in accordance with OSHA regulations. The assigned Project Manager and Business Services reserve the right to stop work until appropriate OSHA regulatory compliance is met.

I. Chemicals

- Containers of flammable/toxic materials shall be kept covered while not in use. Store flammable/combustible/toxic materials, solvents and chemicals in a safe manner in accordance with manufacturer recommendations and OSHA regulations.
- Upon request, Contractors shall provide the Wheaton Project Manager with all Material Safety Data Sheets (MSDS) for each hazardous substance to be use prior to bringing such materials onto Wheaton College property.
- The assigned Project Manager, the Director of Environmental Health & Safety and Business Services designee reserves the right to reject the use of any material that may impact the health and safety of building occupants.
- Prior to performing work which generates vapors, fumes, dust, etc. (epoxy, mastics, solvents), contractors must inform the assigned Project Manager and trades departments to determine building occupant and HVAC impact.
- Any material spills or chemical entrainment into buildings shall be reported immediately to Public Safety. Public Safety, in cooperation with local EMS, will determine if immediate evacuation of the building is necessary. The assigned Project Manager will be notified as soon as practical and will ensure contractor spill response. Contractors are required to arrange clean up of spills at their root, reporting to required agencies and assume liability for damages and costs.
J. Confined Spaces

- Confined spaces include storage tanks, manholes, bins, sewers, vaults, boilers, etc.
- Before entering, the contractor must perform OSHA required testing and follow all required procedures, including the use of a tripod, harness, permits, training, monitoring, communication and an attendant for each confined space entered.
- Permits (which may be obtained from Physical Plant) for "Permit Required" confined spaces must be used and completed by the Contractor prior to confined space entry. Additionally, Public Safety must be notified prior to entering and upon completion of confined space work.
- Provide continuous monitoring with a calibrated 4-gas meter for oxygen, hydrogen sulfide, carbon monoxide and combustible lower explosive limit (LEL).
- Workers and supervisors shall be trained according to OSHA confined space regulations.

K. Electrical Safety

- The assigned Wheaton Project Manager shall be contacted a minimum of 24 hours prior to shutting down and locking out any electrical powered circuits, equipment and systems on campus. All work shall be reviewed and approved by the Project Manager and electrical department prior to the work.
- Metal parts of fixed, portable, or plug-connected equipment which do not carry a current shall be grounded.
- Extension cords shall be UL approved, be the three-wire type, and shall not be used if worn or frayed (including electrically taped).
- Temporary light fixtures shall be guarded to prevent contact.
- Contractors are responsible to provide their own lockout/tagout equipment.
- GFCI protected circuits shall be utilized at all times and GFCI extension cords must be provided and used by the contractor.

L. Lockout/Tagout

- When servicing or maintaining machines and equipment, the contractor shall comply with all OSHA requirements under the lockout/tagout regulation (1910.147).
- Prior to shutting down any systems, the contractor shall notify the Project Manager a minimum of 24 hours in advance.
- The contractor must notify all affected employees or departments that a lockout/tagout system is going to be utilized.
- All Contractors are responsible for providing their own lockout/tagout equipment, as well as the appropriate PPE.

M. Floor or Roof Openings

- Floor or roof openings shall be guarded by barriers, railings and/or a covering material.
- Barrier covers and signage depicting the hazard shall be provided by the contractor and bear letters no less than 1" high reading: "Do Not Remove."
The contractor shall notify the assigned Wheaton Project Manager prior to making any
roof penetrations and insure penetration is sealed if left unattended for extended
periods of time.

The contractor must use an “approved contractor” for cuts in warranteed roofs, in order
that warrantees not be voided.

N. Excavations and Trenches

The contractor shall comply with OSHA requirements dealing with excavation and
shall notify the Physical Plant Department prior to commencing work. Trenching
methods shall be submitted in writing for approval by the assigned Wheaton Project
Manager a minimum of 24 hours prior to project initiation.

Before excavation begins, the locations of underground pipes, cables, etc., must be
determined by the contractor and action must be taken to prevent accidents. The
Contractor shall coordinate and schedule Dig Safe services.

Walls and space of excavations more than five (5) feet deep require an OSHA permit
and shall be guarded by shoring, sloping of the ground, or other means per OSHA
guidelines.

Trenches across roads shall be covered at all times with steel plates made for that
purpose, except when workers are in the trenches.

Asphalt installation shall be scheduled immediately upon completion of backfilling of
the trench. When this is not possible, the contractor shall fill the trench with sand or
fill material to bring it up to the top of asphalt, and shall monitor to ensure traffic does
not result in removal of fill material.

All contractor equipment shall be kept out of traffic lanes and walkways and trenching
guards shall consist of wooden or metal barricades spaced side by side.

Properly mark hazards with signage and caution tape and provide adequate fencing and
stakes to restrict public access.

Handrails shall consist of an intermediate and top rail on both sides of the bridge. The
top rail shall be a minimum of 42" high and should be capable of withstanding lateral
force of 200 lbs. against its center.

O. Additional Safety Instructions

Each contractor shall provide their employees with any additional required safety
instructions as applicable to each employee’s job prior to the start of the job, including,
as a minimum, the OSHA requirements specific to the task to be done.

The contractor and all sub-contractors must meet all applicable safety requirements in
the performance of work on Wheaton College property, whether or not such
requirements are addressed in this pamphlet.

Contact the Director of Environmental Health and Safety or the Business Services
office for consultation on these matters and other safety issues.

Remember, safety is a vital part of Wheaton College.
In case of an emergency, the Contractor and/or the Contractor employees should dial 911 or Wheaton Public Safety at x3333. As soon as practical, the Contractor shall notify the College Project Manager of the emergency situation.

P. Certificate of Insurance Requirements

Prior to commencement of work, contractor will submit a Certificate of Insurance with separate Additional Insured Endorsement, evidencing the following requirements, with Wheaton College named as an additional insured under such policy. The Policy shall contain a provision that at least ten days prior written notice will be given for cancellation, non-renewal or material change. Failure to provide such insurance will result in the cancellation of this Agreement and the loss of contract without liability to Wheaton College.

Automobile Liability
Automobile liability: $1,000,000 combined single limit per occurrence. Includes comprehensive form, non-owned cars, hired cars, all owned or leased vehicles.

General Liability
$1,000,000 per occurrence, $2,000,000 aggregate. Includes comprehensive form, premises-operation, blanket contractual insurance, broad form property damage, independent contractors, personal injury, explosion, collapse and underground hazard exclusion deleted; fellow employee exclusion deleted; $1,000,000 personal and advertising injury; $50,000 fire damage; $5,000 medical.

Construction contracts include CG-2503 aggregate limit per project endorsement. Extended products/completed operations coverage; 3 year minimum coverage with a 6 year period equal to the State statute of repose.

Hazardous operations projects must have pollution liability and auto liability coverage with a minimum $5,000,000 limit.

Project management protective liability insurance $1-5,000,000 as determined by College pending assessment of exposures and risks.

Wheaton College is not responsible for damage to or loss of contractors property, or property of their employees.

Workers Compensation and Employer's Liability
Workers compensation and employer's liability ($100,000/$500,000/$100,000) will be at or above the statutory limit.

Contractor will fully comply with all applicable laws, both state and federal, covering all employees at the work site. Any sub-contractors hired shall meet the same requirements.

Umbrella Liability
$2-5,000,000 each occurrence/aggregate. Coverage in excess of general liability, automobile liability and workers compensation coverage. College to determine minimum limit pending assessment of exposures and risks.
Q. Sexual Harassment Policy

It is the policy of Wheaton College that no member of the College community, including faculty, staff, students, and guests may sexually harass another. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Any Contractor’s employee(s) that violates this policy may be subject to removal and trespass from the College campus, without penalty, liability, or repercussion to the College. If the behavior is illegal (e.g. disturbing the peace, vandalism, sexual assault, etc.) they are subject to arrest. It is the Contractor’s responsibility to ensure that the contractor’s employees are clear on this policy and that such behavior is not acceptable at Wheaton College.

Disclaimer

The information and standards summarized in these Guidelines were compiled from sources believed to be reliable. It cannot be assumed that this material includes every loss potential, code violation or exception to good practice and therefore, is not guaranteed.

The contractor is urged to:
- Think safety before you work;
- Perform safely as you work;
- Leave your work area in a clean, safe condition.
The Contractor’s Guide to Safety
Contractor Acknowledgement

I acknowledge receipt of the Wheaton College Contractor’s Guide to Safety. I agree to the terms of the Guide while performing services at Wheaton College.

________________________________________
Company Name

________________________________________ Date: _________________
Company Project Supervisor (Print Name)

________________________________________ Date: _________________
Company Project Supervisor (Signature)